

17 April 1964

MEMORANDUM FOR: Division Chiefs
Chief, IPS
Executive Officer

SUBJECT: Annual Competitive Evaluations

RESCISSION: Memorandum dated 19 December 1963, same
subject

1. Annually each division chief, Chief, IPS and the Executive Officer will competitively evaluate and rate individuals under his jurisdiction with an R Career Designation in grades GS-9 through GS-14.

2. The criteria to be used in the overall evaluation of an individual are listed below. However an evaluation need not be limited to these factors:

- a. Formal education, experience, attitude toward organization and associates, and security consciousness;
- b. Individual characteristics; i.e., job motivation, cooperation, flexibility, perseverance, initiative, resourcefulness, and imagination;
- c. Strengths; i.e., oral and written presentation, timely completion of assignments, and overall ability;
- d. Actual and potential capabilities; i.e., supervisory, analytical, staff, liaison, or administrative.

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Group 1

Excluded from automatic downgrading and declassification

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3. The following alphabetical ratings will be used:

- A = Performance in present grade is clearly outstanding and the individual unquestionably will progress to higher grades well ahead of his contemporaries.
- B = Performance in present grade is excellent and the individual is expected to earn promotion ahead of his contemporaries.
- C = Performance in present grade is entirely satisfactory and individual may be considered for promotion along with the majority of his contemporaries.
- D = Performance in present grade is satisfactory but individual has about reached the limit of his potential and promotion is not contemplated. If promotion occurs, it will be after that of the majority of his contemporaries.
- W = Performance is less than satisfactory.

4. Prior to the Career Service Panel's review of the ratings, each chief will review a proportional share of personnel folders of individuals, from components other than his own, who have a rating of A or B.

5. At the Career Service Panel meeting, there will be a case-by-case review of the individuals rated A or B and each Chief should be prepared, on each case assigned to him to challenge or support the rating given by the individual's Chief.


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6. Individuals given a C or D rating by their Chief, will not be reviewed individually and consideration will be given only to those whose rating is challenged or for whom a Chief wishes to make a recommendation of a corrective or developmental nature.

7. If an individual is rated W, the Panel is required to recommend the action to be taken.

8. At the request of the Chairman of the Career Service Panel, individuals in grades GS-8 and below will be rated, however this grade group will not be reviewed by the Career Service Panel.


DONALD F. CHAMBERLAIN
Assistant Director
Scientific Intelligence

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Distribution:

- 1 - Each Division Chief
- 1 - Chief, IPS
- 1 - Executive Officer
- 2 - AD/SI
- 1 - Serv. Br./SI

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